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6 November 1951

MEMORANDUM FOR: DEPUTY, DIRECTOR FOR ADMINISTRATION

SUBJECT: Interim training

1. The problem of providing interim training relates to the following three categories of OSO/OPC personnel:

a. New Recruits. This group represents the principal holding problem and includes individuals who may be fully cleared, provisionally cleared, or uncleared. Training must be provided during the one to four weeks period in which they are held in a pool awaiting the opening of their first formal training course.

b. Individuals in Training. This group consists of those individuals who have completed one or more training courses but must be held as a group pending the opening of a more advanced training course. Normally, the courses run consecutively with no break, although at times there may be a one to three weeks interval.

c. Individuals who have completed training. In the past, each individual, upon completion of all training requested by his Division, has been returned to the Division for duty. However, it is possible that in the future, some delay may develop between completion of training and return to the operating divisions. Such delays would be occasioned by the problem of the divisions in absorbing the large number of trainees expected to be completing courses each month during 1952. These should not be handled in any pool including groups a. and b. above, but no provision for handling such individuals is included in this memorandum.

2. Facilities for a holding program should be sufficient to accommodate the entry of 100 trainees each month. However, since they cannot be handled as a single group at all times, it is necessary to have the following types of space:

a. One room adequate to accommodate 100 students for lectures and motion pictures. This room need contain only side-arm lecture type chairs.

b. Three rooms, each adequate to accommodate 35 students using 24" x 36" tables and portable typewriters.

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c. Four instructor offices of sufficient size for the conduct of interviews. (80 to 100 square feet, each)

d. One office for an administrative assistant and files. (80 to 100 square feet.)

3. The site for this program should be reasonably close to suitable restaurant facilities and in an area where physical security, equivalent to that now existent in CIA buildings, can be provided. While the training material to be used in this program will not be classified, security arrangements are necessary to permit briefings on cover and related problems.

4. It has been agreed that on an interim basis both the administration and the training itself will be conducted by existing TRC staff with the assistance of two individuals on loan from OPC (PT/TR). However, it is planned that the administration of the program will be taken over in January 1952, by some other element of the Agency. Under the latter arrangement, the permanent staff for the holding program should consist of a Chief Instructor and three additional instructors to be supplied by TRC, and an administrative assistant to be supplied by the office handling the administration. To meet this condition, TRC is requesting the necessary four additional positions in its T/O.

5. The project officer for this program is Mr.

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